

Your Interview



CENTRAL PENN
COLLEGE

Overview

- The interview is your opportunity to describe how your experiences, education, and accomplishments relate to the requirements of the position
- Factors that impact first impressions include dress, grooming, handshake, and the ability to project a friendly, professional, and relatively relaxed demeanor

Interview Preparation

- Know yourself: your skills, interests, values, and what you can contribute to the organization
- Know the organization: products/services, key people, structure, target markets, mission, goals, and values
- Know the position for which you are interviewing: job requirements, duties/responsibilities, skills needed
- Participate in mock interviews with Career Services or use the interview tool Skills First

During the Interview

- Use the **S.T.A.R Technique** to formulate your answers:
 - S/T**-Situation/Task-Describe a specific situation
 - A**-Action-Describe the specific action you took
 - R**-Result-Explain the result of your action
- You may also want to discuss what you learned from the experience if you weren't entirely successful. Discuss what you learned, how you modified your behavior, and how you've incorporated this lesson into your work
- Make sure your responses are clear and concise. Pay attention to the interviewer's body language to know when to elaborate or expand on your responses
- The best candidates are able to speak to everything listed in their resume

Common Interview Questions

- Tell me about yourself.
- What are your strengths and weaknesses?
- Why should we hire you?
- What interests you about our organization?
- Tell me about a time when you demonstrated excellent organizational skills.
- Give me an example of a difficult situation at work or school and how you resolved it. What could you have done differently?
- Give me an example of when you convinced your supervisor or professor to align with you on an idea or topic. How did you proceed? What was the result?

Questions to Ask Employers

- What do you enjoy most about your job?
- What professional development opportunities are available?
- What are the next steps in the hiring process?

Interview Follow-Up

- Follow up promptly with thank you notes (email or handwritten) to everyone who participated in the interview process
- Evaluate the interview and consider the position and organization-is it the right fit for you?
- Practice-learn from your interview experience to help you prepare for additional interviews